



Department of Finance  
Procurement Services

**REQUEST FOR STANDING  
OFFER**  
**Tender Number: 5653**  
**Closing Date: 18-Feb-2021**  
**Closing Time: 12:00PM**  
**Atlantic Time**

## **One (1) Aluminum Frame Enclosed Construction Trailer**

### **Department of Transportation and Infrastructure**

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#### **1. Check for changes to this request**

Before submitting this proposal, visit the Procurement website [www.princeedwardisland.ca/en/tenders](http://www.princeedwardisland.ca/en/tenders) to see if any Addenda detailing changes have been issued on this tender. Changes may be posted up until the tender closing time. It is your responsibility to acknowledge and take into account **ALL ADDENDA**.

#### **2. Give your business information** (please print)

Name of Company: \_\_\_\_\_  
(If you are not a registered company, give your name)

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

HST/GST Registration Number (BN): \_\_\_\_\_ (leave blank if NOT applicable)

#### **3. Review the following documents, which will form part of your proposal**

All documents can be found on the Procurement Services website at  
[www.princeedwardisland.ca/en/tenders](http://www.princeedwardisland.ca/en/tenders).

- **Atlantic Standard Terms and Conditions**
  - **Vendors are encouraged to read the Atlantic Provinces Standard Terms and conditions and the Procurement of Goods Regulations, prior to submitting any bid.**
  - <https://www.princeedwardisland.ca/en/legislation/procurement-goods-act/procurement-goods-regulations>
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#### 4. Additional Information

- Prices are to be in Canadian Funds.
- Price to include: Freight & Delivery.
- The quantities listed in the tender document are estimates only. Actual quantities over the span of the standing offer **(including any option periods)** may be more or less than the estimated quantities listed in this tender document. The Province of PEI reserves the right to purchase more or lesser amounts depending on requirements. Products to be delivered are on an “as and when required basis” for the standing offer period indicated in this document unless otherwise stated. This applies to the tendering department as well as any other Government Department, Crown Corporation, Agency, Board and Commission including the Broader Public Sector as described in the Atlantic Standard Terms and Conditions (MASH Sector).
- **It is the intention of the Province to award the item(s) listed in this tender to one (1) vendor.**
- The results of this tender shall be open to all Government Departments, Crown Corporations, Agencies, Boards and Commissions including the Broader Public Sector as described in the Atlantic Standard Terms and Conditions (MASH Sector).  
<https://atlanticsuppliers.ca/as-english/acts-regulations/atlantic-provinces-standard-terms-and-conditions-goods-and-services>
- Vendors are advised that all documents forming part of the RFSO process, including all submitted proposals, are subject to the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988, Cap. F-15.01 (“FOIPP”). A copy of FOIPP is available at:  
<https://www.princeedwardisland.ca/en/legislation/all/all/a>

#### 5. Give your delivery and payment terms

<b>Delivery Required by:</b>		<b>Goods will be delivered by:</b>	
<b>Delivery Location:</b>	<b>Queen’s County Highway Depot, 355 Brackley Point Road or any other Provincial Government delivery location located within the borders of Prince Edward Island.</b>		
<b>FOB:</b>	Destination <input type="checkbox"/> Other <input type="checkbox"/> (Please Specify) _____		
<b>Payment Terms:</b>	Net 30 <input type="checkbox"/> Other <input type="checkbox"/> (Please Specify) _____		

#### 6. Acknowledge receipt of addenda (if any)

ADDENDUM	SIGNATURE
Addendum #1	
Addendum #2	
Addendum #3	

Were there more than three addenda for this proposal?                      YES                      NO

Indicate the number of additional addenda you have received.

Please sign indicating that you acknowledge the additional addenda noted above \_\_\_\_\_

## **7. Sign your Proposal**

I confirm that the information I provided on this proposal is complete and accurate and that I am authorized to sign on behalf of the company.

Name (please print): \_\_\_\_\_ Position or Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **8. Submit Proposal To:**

### **PROCUREMENT SERVICES**

95 Rochford Street  
2<sup>nd</sup> Floor South, Shaw Building, Room 27  
Charlottetown, PE, C1A 7N8  
**Email:** [procurementservices@gov.pe.ca](mailto:procurementservices@gov.pe.ca)

**When submitting your bid to the above e-mail address, please ensure your company name and tender number are clearly marked on the subject line of your e-mailed bid.**

**Acceptable methods to submit your bid; EMAIL ONLY TO:** [procurementservices@gov.pe.ca](mailto:procurementservices@gov.pe.ca)

## **9. CONTACT INFORMATION**

### **About the good or service:**

**Name:** Harris Ford  
**Phone:** 902-213-5379  
**E-mail:** [hsford@gov.pe.ca](mailto:hsford@gov.pe.ca)

### **About the procurement process:**

**Procurement Officer:** Mark Kays  
**Phone:** 902-368-4764  
**E-mail:** [mjkays@gov.pe.ca](mailto:mjkays@gov.pe.ca)

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## **APPENDIX A:**

### **TENDER SPECIFICATIONS:**

# **Bid Specification for One (1) Aluminum Frame Enclosed Construction Trailer**

Prince Edward Island Department Transportation and Infrastructure

Queens County Highway Depot

### **Introduction:**

This tender is for the purchase of one (1) Aluminum Frame Enclosed Construction Trailer with option to purchase additional trailers up to 12 months after the award. The Department's decision to purchase will be based on best value as determined by the Department. The trailer will be used by the Department of Transportation and Infrastructure. The trailer will be towed behind a 3/4 ton truck and used to haul carpentry equipment and materials.

### **Requirements & Bid Evaluation:**

Award will be based on the evaluation of compliance to the tender specifications, total bid price and earliest guaranteed delivery date.

If an unknown or unproven make/model is submitted as lowest bid, an evaluation will be done of a current production vehicle the same as tendered. If evaluated and deemed suitable, the bidder or manufacturer will, if requested, provide a demonstration at a location agreed on by the Department, any special travel costs incurred by the Department may be considered as part of the total bid price.

### **General:**

The Department reserves the right to decide which manufacturer offers the best value to the Department in terms of key specification areas, and lowest price. This document shall be properly completed and must be returned with all tenders. Lowest or any tender not necessarily accepted. The Department will review competitive pricing and earliest guaranteed delivery date meeting all the general specifications requirements.

The results of this tender may or may not be used for additional purchases during the twelve months following tender award.

Upon delivery, installation and training of operators and technicians, each unit will be inspected for compliance to specifications description. Any deficiencies shall be required to be corrected at the bidder's expense before payment for that particular unit is approved or an appropriate credit adjustment is agreed upon.

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A response must be stated for each item and where requested an actual value, a blank response will be deemed as meaning "No". Any response with a "No" or a blank may result in the bid being rejected, unless the specifications requested can be provided with an equivalent or better option.

**Delivery:**

The unit must be delivered to the Department of Transportation and Infrastructure Queens County Highway Depot, 355 Brackley Point Rd, Brackley PE C1E 1Z3 on or before specified delivery date vendor submitted on tender document.

**Delay in Delivery:**

The Bidder's attention is drawn to the delivery deadline date. Any delays beyond this time, will be considered a lack of performance by the Vendor and a failure to provide the tendered equipment. A penalty of \$100.00 per calendar day per unit may be assessed against the Vendor until delivery is completed. Please note that no vendor will be penalized for late delivery as a result of circumstances beyond their control. Documentation must be provided as proof of reason for late delivery. In the event the Department agrees to an extension of the delivery date, no penalty will be assessed.

**Service Manual:**

Dealer is to provide One (1) electronic and one hard copy of the parts and service procedures manual.

**Warranty:**

All warranty work, including shipping, parts delivery charges, all shipments and travel, will be at the expense of the supplier.

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**Specifications:**      **Aluminum Frame Enclosed Construction Trailer**

**Date Revised:**      **January 29, 2021**

**Number Required:**    **One (1), with option for additional trailers in a 12 month period**

	<b>Specific</b>	<b>Description</b>	<b>Yes / No / Details</b>
1	Enclosed Aluminum Trailer Deck, Sides and Roof	Aluminum frame. Specify materials & thickness.	
2	Trailer Tare Weight	1900 lbs. Specify.	
3	Tires	Tire load to meet or exceed axle ratings. Tire to be 14" or 15" and ST rating.	
4	Hitch	Category 2 with three hitching points. If not specify.	
5	Ball Size	2-5/6" – 2-5/16". Specify.	
6	Overall Length	Minimum 18'.	
7	Trailer Dimensions	Minimum interior box dimensions. Please specify:	
		Width - 8'	
		Height - 7'	
		Length - 14'	
		Minimum Exterior box dimensions. Please specify:	
		Width - 8'	
		Height - 7'	
		Length - 14'	
9	Axle(s)	Two axles.	
10	Gross Vehicle Weight Rating	Minimum GAWR 1500 kgs. Specify axle and tire rating.	

11	Brakes	Must be equipped with electric brakes on both axles. Specify.	
12	Ramp & Rear Door	Down door and ramp to be spring loaded and removable to allow for tailgate.	
13	Hitch Jack	Heavy duty. Specify load rating.	
14	Rear Stabilizer	Two rear stabilizers designed to hold trailer and maximum load.	
15	Man Door	Side lockable man door on curb side.	
16	Trailer Colour	Black or dark colour aluminium / galvanized. Please specify.	
17	Clearance Lights	Must supply LED lights. All lights to be LED lighting, shock resistant / weather tight.	
18	Side Markers	Must supply side markers.	
19	Interior Vents	Must have one or more interior vents.	
20	Interior Lights	Must have two interior roof lights.	
21	Reflective Outer Extremities	Trailer to have retro reflective markings on outer extremities.	
22	CMVSS Standards	Trailer must meet Canadian Motor Vehicle Safety Standards.	
23	Transport Canada Regulations	Trailer manufacturer must be licensed under Transport Canada (CMVS) Canadian Motor Vehicle Safety Standards.	
<b>General</b>			
24	Local Service & Parts	Name:	
		Address:	
		Contact:	
25	Warranty Service	Provide warranty details with tender.	
		Name:	

		Address:	
		Contact:	
26	Warranty Terms & Conditions	Dealer to provide.	
27	Manuals	Dealer to provide one electronic and one hard copy of parts and service procedures.	
28	FOB	Price to be FOB 355 Brackley Point Rd Brackley, PE C1E 1Z3	
29	Compliance	Must conform to Federal and Provincial regulations.	
30	Delivery Date	Trailer to be delivered on or before March 30, 2021.	
31	Delivery Delays	Supplier is requested to indicate any items specified here which may cause delivery delay, beyond the standard time.	
32	Delivery Penalty	There will be a \$100 a day penalty for late delivery	
33	Minimum Performance Standard	The minimum performance standard is considered critical and will be viewed as such when evaluating tenders. Government reserves the right to reject any tender not meeting in whole or in part these specifications and requirements. Notwithstanding, the Government will evaluate these units based on fuel economy, delivery, as well as cost advantages.	
34	Disclaimer	Lowest or any tender not necessarily accepted.	
35	Contact	Harris Ford	
		Cell – (902) 213-5379	



Please quote in the following manner:

Bid Company Name	
Total Price (excluding tax)	\$

<b>Bidder Information</b>	
Name (print)	
Contact number	
Email address	
Authorized Signature	